

Instructions for the Reimbursement for A+ Tuition – Budget and Final Payment

DO NOT submit both budget and payment form at the same time. The budget form needs to be approved prior to payment. After the budget and/or final payment have been processed, an approved copy will be returned to the college or vocational school.

Send **one** copy of the budget and/or payment form with the excel spreadsheet**. **DO NOT** use LEGAL size paper.

If deadlines are approaching, you can fax the budget and/or payment forms with totals. Do not fax the excel spreadsheet **. Mail all originals to the A+ Office.

If you fax an additional budget and/or payment form, please remember to mail originals to the A+ office.

DO NOT exceed your approved budget amount.

Students cannot be added to the budget or colleges/vocational schools cannot make additions to the budget after these deadlines.

Summer – September 15

Fall – December 15

Spring – April 15

THESE ARE ABSOLUTE DEADLINES

**** Excel Spreadsheet is only used for the Community Colleges. ****

Part A. Project Information -- needs to be filled out completely

College Code or County District Code: Enter the college code or co/district code used by the Missouri Department of Elementary and Secondary Education for payment purposes (Please refer to the Missouri School Directory)

Contact Person and Telephone Number: Enter a contact person that can best answer questions about the budget and/or final payment.

Semester – Please check only one of the following:

Summer, Fall, Spring or Full Year Program.

If you are reporting more than one semester, please put them on separate forms.

Chief administrator signature – the original signature of the:

- ☐ College President
- ☐ Chancellor
- ☐ Dean of Students/Student Services

Part B. Project Financial Data

Student Name: last name, first name and middle initial or name

Example: Smith, John Allen

or

Smith, John A (if middle name is not known.

Social Security Number: (_ _ _ - _ _ - _ _ _) – please include dashes in the SSN column.

- ☐ Check the social security number for accuracy before submitting to us.
- ☐ If the number was given to us wrong by the student's high school or the community college, it will be removed from the budget.
- ☐ The college should notify the student that his/her SSN is not correct. It will be the student's responsibility to get the SSN correct at their high school. Correction to a student's social security number must be sent to the A+ office by the high school.
- ☐ An additional budget will need to be submitted once the SSN has been corrected.
- ☐ If the SSN is not corrected in a timely manner, the student will become responsible for their expenses.
- ☐ If the error is at the community college and you send an additional budget, please make sure that the payment form shows the correct SSN.

High School Graduated From:

- ☐ This information needs to be completed on both the budget and payment forms.
- ☐ Only A+ students that graduate from a designated high school are eligible for the incentive.
- ☐ The transcript from the student's high school must include an A+ seal.
- ☐ If, DESE informs you that a student is not eligible and the A+ seal is on the transcript, notify DESE.

Credit Hr/Clock Hr:

The credit hour field should show the number of hours the student started with as well as hours ended with.

For Example:

B. PROJECT FINANCIAL DATA													
Student Nam (LN, FN, MN or initial)	SSN -----	District Graduated From	Cr. Hr /Clock Hr	Program/ Study	Tuition	Fees	PELL/ SEOG	Restricted Scholarships	Balance	Comment	Pending	LS Certificate/ Degree	Fin. Aid Funded
			12/16							Add 4 hrs			
			15/12							Repeat 3			
			15/12							Drop 3/0%			
			18/14							Add 2; Drop 3/50%; Repeat 3			
					Total:	Total:	Total:	Total:	Total				
Total Number of Students: _____						Grand Total: \$ _____							

- ☐ A+ will not pay for any repeated classes.
- ☐ The repeated class can be figured into the total number of hours.
- ☐ If the student is repeating a class, colleges need to look at the cumulative GPA to see if it is 2.5 or higher.
- ☐ If a student drops a course during the 100% refund period causing them to no longer be full-time, A+ will not pay.
- ☐ If the course dropped is after the 100% refund period, the tuition needs to be based on the refund period's percentage (50, 25, etc.). If the student is below full-time they lose eligibility for one semester.
- ☐ If the student drops the classes after all refund period are over, A+ would pay for the full number hours. If the student is below full-time they lost A+ eligibility for one semester

Clock Hr Programs (Vocational Schools)

The credit/clock hour field should show the number of clock hours the student is currently enrolled in.

- ☐ If a student drops in the middle of the program, please show the number of clock hours that the student started with and the number of clock hours the student's tuition would be prorated to.

Program of Study:

Provide the program of study for the student (not AA or AAS degree)

For Example:

- ☐ Nursing
- ☐ Business
- ☐ General Studies
- ☐ Education

Tuition: (Community Colleges)

Local institution's tuition rate as supplied by the Missouri Community College Association will be used in determining the student's tuition rate. Only in-district or out-of-district tuition rate may be charged to the A+ program

Tuition: (Vocational Schools)

The tuition amount given by the vocational school on the cost sheet associated with the program will be used in determining the student's tuition cost. Please make sure that you provide the cost sheet associated with the programs that you are asking A+ to reimburse.

- ☐ Tuition surcharges are not eligible for A+ reimbursement. General tuition or fee increases made during the fiscal year will be considered only if state funds are sufficient to reimburse such requests.
- ☐ If you have to adjust tuition because of dropped classes, please do not create an adjustment field for a refund. The tuition should be reduced by this amount.

For Example:

B. PROJECT FINANCIAL DATA													
Student Name (LN, FN, MN or initial)	SSN (.....)	District Graduated From	Cr. Hr /Clock Hr	Program/ Study	Tuition	Fees	PELL/ SEOG	Restricted Scholarships	Balance	Comment	Pending	LS Certificate/ Degree	Full Pel
Doe, John M	111-11- 1111	ABC	15/12	Business	\$1029				1029	Drop 3/50%			
					Total: 1029	Total:	Total:	Total:	Total 1029				
Total Number of Students: ____ 1 ____						Grand Total: \$ ____ 1029 ____							

Total tuition =
\$1200
Student dropped
3 hours = \$171

Fees:

- ☐ Only general fees charged to all students (parking, application, activity, and insurance) are eligible for A+ reimbursement.
- ☐ If fees are not eligible for A+ reimbursement, please do not include them on the excel spreadsheet.

PELL/SEOG:

- All Title IV federal non-repayable aid (PELL/SEOG) must be applied to tuition and general fees before A+. State non-repayable aid programs administered by the MDHE are not included.
- Four-year institution students cannot attend an eligible A+ institution during the summer semester to accelerated their degree program and receive A+ reimbursement for Pell purposes they are considered “visiting students”.

Restricted Scholarships:

- If the scholarship is restricted for tuition and/or general fees, A+ funds must be reduced accordingly.
- If the scholarship is not restricted it may be used for items not covered by A+.

Balance:

- PELL/SEOG and restricted scholarships needs to be subtracted off the tuition and general fees.

For Example:

B. PROJECT FINANCIAL DATA													
Student Name (LN, FN, MN or initial)	SSN (- - - - -)	District Graduated From	Cr. Hr /Clock Hr	Program/ Study	Tuition	Fees	PELL/ SEOG	Restricted Scholarships	Balance	Comment	Pending	LS Certificate/ Degree	Full Pell
Doe, John M	111-11- 1111	ABC	15	Business	1500	30	900	300	330				
					Total: 1500	Total: 30	Total: 900	Total: 300	Total 330				
Total Number of Students: <u>1</u>						Grand Total: \$ <u>330</u>							

Comments:

- Please include the comment field on the Excel spreadsheet that is mailed to the A+ office (**Community Colleges**)
- Be sure to include comments on both the budget and the payment forms, including additional budget and payment requests. (**Community College and Vocational Schools**)
- Comments need to appear on the same line as the student’s name. Do not include the comment in name field or below the list of students.

Pending:

- Check the pending field if you do not know whether the student is receiving Pell.
- Budget a pending student for the full amount of their tuition and fees. Once the determination has been made that a student will or will not receive PELL, you can request payment.
- A student must meet institutional deadlines and policies before A+ can be applied.

Last Semester of Eligibility:

- Students must sign the *Completion of A+ Eligibility* form during the last semester of the degree or certificate. This includes students who have used six semesters but have not applied for graduation.
- Be sure the students have completed all of their studies or the six semesters before checking the “Last Semester” field.
- If a student’s ambition is to get the AA/AAS degree, but the degree requires a certificate, the student would need to sign an “*Agreement to Continue*” when they sign up for the certificate program. This form states their intent to complete the certificate program and articulate to the appropriate campus for their degree. The end of the certificate program in this situation would not be the student’s last semester of eligibility.

Examples of these programs could include: LPN/RN or EMT/Paramedics

- When a student signs the “*Agreement to Continue*”, they must articulate to a program in the same area of study.

For Example – A student in the LPN program cannot articulate to a Business degree.

